MEMORANDUM

TO: Superintendents
Language Minority Central Points of Contact

FROM :   Darlene Slaby, Director
Office of English Language Learning & Migrant Education

RE: DOE-LM Data Collection

DATE: July 25, 2008

The 2008-09 Language Minority/Immigrant Student Enrollment (DOE-LM) data collection window is September 15 through October 24, 2008. The 2008-09 data collection will include English proficiency level data submissions reflecting the Spring 2008 LAS Links or Fall 2008 Placement Test results for each student.

These data are used to determine allocations for the state Non English Speaking Program and federal Title III, Language Instruction for Limited English Proficient and Immigrant Students. Timeliness is crucial in ensuring the accuracy of future funding allocations. Failure by school corporations to submit data will result in forfeiture of funding.

Data is to be submitted for each language minority or immigrant student enrolled during the collection period. All students with a home/native language other than English should continue to be reported on the DOE-LM until they either leave the school corporation or graduate. The option to report "No Language Minority students" is now found on the Collection Management screen. Collaboration between STN coordinators and Language Minority Central Points of Contact will be required to compile student data and review the DOE-LM reports.

Data can either be submitted in a file or by completing the Language Minority Input Form in the STN Application Center. The data layout is available on the STN homepage at: http://www.doe.state.in.us/stn/welcome.html. Please review the layout fields and notes sections in order to become familiar with the 2008-09 layout. A DOE-LM Frequently Asked Questions document is posted at: http://www.doe.state.in.us/stn/Sections/LM/LM.html. After the online signoff for the submission has been completed, the Application Center will compile submitted data into a Summary Report, which must be signed by the Superintendent or Administrator and returned to our office.

Technical questions related to the submission of data should be directed to the school corporation's STN system administrator. Questions regarding the identification and assessment of language minority students should be directed to the Office of English Language Learning & Migrant Education at (317) 232-0555 or (800) 382-9962.

Data must be submitted by October 24, 2008.